

CAWG NORMS
4/10/08

1. Test assumptions and inferences.
2. Share all relevant information.
3. Focus on interests, not positions, but recognize that positions must be taken at times and remain open to listening to other interests.
4. The group owns a topic or concern, once shared.
5. Be specific--use examples.
6. Explain the reasons behind one's statements, questions, and actions.
7. Disagree respectfully, with any member of the group.
8. Make statements then invite questions and comments.
9. Jointly design ways to test disagreements and solutions.
10. Discuss undiscussable issues.
11. Keep the discussion focused.
12. Do not take negative cheap shots or otherwise distract the group.
13. All members are expected to participate in all phases of the process.
14. Exchange relevant information with nongroup members, except when explicitly stated not to.
15. Strive to make decisions by consensus when it is timely, effective and appropriate. Choose decision methodology based on outcomes.
16. Do self-critiques.
17. Come to meetings prepared with reviewing material prior to the meeting.
18. When not in attendance of meetings, let the chair know in advance and let them/they know of plan to send a replacement or not. Send comments for agenda items in advance of the meeting unless not possible because of time of absence.
19. Agenda and materials for meetings sent out a week in advance of meeting. Updated copies of materials will be supplied for members at the meetings.
20. Meetings will start and stop on time.
21. Once decision is made by group, support that decision through out the rest of the approval process.
22. Keep confidential discussions confidential.